



**The American Embassy Community Services Association is currently looking to fill server positions. If interested, please send your resume to the AECSA General Manager at [KaaoushJL@state.gov](mailto:KaaoushJL@state.gov)**

Available Position: Dining Room Server

**Reports to:**

Dining Room Manager

The Dining Room Server is a friendly, courteous individual who is able to perform multiple tasks to assist customers in an efficient manner. AECSA's uniform consists of black shoes/sneakers, black pants and an Embassy logo shirt, which must be worn daily. The employee must purchase all items of the uniform except the logo shirt, which is provided by AECSA.

**Job Tasks**

- Wait on customers and provide beverages and food in a courteous and timely manner.
- Clear the table of used plates, utensils, cups and any other items no longer used by the customer.
- Address all customers concerns and complaints immediately; include the Dining Room Manager in the discussion, if necessary.
- Break down beverage and food stations for the dining room.
- Perform ticket checkout with the Cashier, verifying that all customers' names are legible and the server's name is on each ticket.
- Perform all other duties assigned by the Dining Room Manager.
- Obtain checkout approval from the Dining Room Manager before leaving.
- Strictly adheres to hygiene and sanitation rules as required by the Embassy's Health Unit.
- Learns and executes the Embassy fire, safety and evacuation regulations.
- Perform other duties as assigned by the Dining Room Manager and or AECSA General Manager

Please send resume and letter of interest to the AECSA General Manager at [KaaoushJL@state.gov](mailto:KaaoushJL@state.gov)

AECSA



AMERICAN EMBASSY COMMUNITY  
SERVICES ASSOCIATION

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